Procedure

1. Start the transaction using the menu path or transaction code.

Encyclopedia

2. Press [Enter] to continue.

Guided analysis allows you to follow related information in different documents, through the use of Storylines. A Storyline is a path of documents, linked by common information.

While viewing the Storyline for one document, you can see what other documents are associated with that Storyline, and link directly to them.

Press **[Enter]** to continue.

3. Click **Edit**.

In this exercise you will create a Storyline for the World Sales Report.

4. Click the **Guided Analysis** tab.

5. Click in the **Storyline Name** field.

Create a new Storyline.

6. As required, complete/review the following fields:

Field	R/O/C	Description
Storyline Name	R	**Example:** Sales trends

Enter the desired information into the Storyline Name field.

7. Click **New**.

Save the new Storyline.

8. Press [Enter] to continue.

The new Storyline appears. You now have to select a Source and Target Analytic.

A Source Analytic is a report that links to the current report in thestoryline; it occurs earlier in the storyline.

A Target Analytic is a report to which the current report links; it occurs later in the

storyline.

Press **[Enter]** to continue.

9. Click **Search** .

10. Click the **Geographic Sales Report** list item.

The list of available Source Analytics appears.

11. Click **>** .

12. Click **Search** .

The Geographic Sales Report is now the Source Analytic for the World Sales Report.

Now select the Target Analytic.

13. Click the **Country sales based on parameter values** list item.

14. Click **>** .

15. Press [Enter] to continue.

The Country sales based on parameter values is now the Target Analytic for the World Sales Report.

You can have one or several Source and Target Analytics for an object.

Press **[Enter]** to continue.

16. Press [Enter] to continue.

You can edit the Storyline by adding or removing Source and Target Analytics from the Selected fields. You can also modify the name of the Storyline in the Storyline Name field. After you make changes, click Update.

You can delete a Storyline by clicking Delete. When you delete a Storyline, the documents themselves are not deleted.

Press **[Enter]** to continue.

17. Click **OK**.

Save your Storyline.

18. Click the **Guided Analysis** tab.

19. Press [Enter] to continue.

The Storyline's name is displayed in the Storyline Name field. If you have multiple Storylines, you can access them using the Storyline drop-down menu. The objects that are associated with the Storyline are displayed above and below the document name.

If you want to see the Source or Target Analytic that has been assigned to this report, you can click the link of the document name.

Press **[Enter]** to continue.